POLICY
It is the policy of this community to accurately use and maintain weight scales to provide for accurate tracking of resident weight.

PROCEDURES
When operating scales, community staff will:

- Prepare the scale prior to each use:
  - Assure scale is on a level, flat surface
  - Assure scale is not touching any fixed object, such as a wall, etc.
  - The scales are balanced, or display “zero”
    - If scale beam is not balanced when there is no weight on it, scale may be adjusted slightly by adjusting the screw on the left-hand side of the beam, using a screwdriver or coin, until the arm is centered.
- When monitoring periodical weight change staff will ensure that the resident always wears clothing of similar weight.
- When using chair scales ensure the resident’s feet are not touching the ground and that their arms are not brushing against any adjacent fixture.

- Cleaning
  - Routine cleaning of scales should be done in accordance with manufacturer’s instructions after every resident use.
  - In most cases cleaning can be achieved with a detergent wipe (including urine spills).
  - For heavy soiling warm water and a mild detergent should be used and the scales dried thoroughly with paper towels.
  - For blood and body fluid spillage other than urine, staff will follow the procedure identified in the Blood Borne Pathogen Policy.

- Calibration
  - The scale accuracy will be checked at least annually. Scales needing recalibration and re-verifying will be serviced by a suitably qualified technician.